

# Leadership Development Program Announcement, Class of 2002

<http://www.hq.usace.army.mil/cehr/d/cehec2.htm#LDP>.

**Opens 16 July 2001 -- Closes 31 August 2001**

This announcement solicits participation in the Leadership Development Program (LDP) for Engineers & Scientists (Resources & Construction) (ESRC). Program goals, eligibility requirements, application process, the LDP Curriculum and other information are described in this document. This announcement will be made annually, pending availability of funds.

## **PROGRAM GOALS**

The LDP is designed to prepare high potential GS-12s & -13s to serve in leadership positions, by providing specific training and development opportunities.



## **AVAILABILITY & ALLOCATIONS**

This program will be announced annually for a limited number of applicants. Currently, 20 Army Civilian Training Education and Development System (ACTEDS), i.e., military funded positions and 15 General Expense (GE), i.e., civil funded positions are planned for the Class of 2002, pending availability of funds. Allocations are listed in enclosure 4.

Each command is guaranteed their allocated number of spaces. Commanders' selections for these allocations will be based on local competition, using the forms provided in this announcement. Each command may also submit additional ranked applications to compete for 5 ACTEDS and 5 GE funded "at-large" spaces. These at-large applications must be rated and ranked by the candidate's MACOM Career Program Manager (MCPM). These applications also will be rated and ranked by the Career Program Planning Board and decisions made by the Functional Chief's Representative.

## ELIGIBILITY & APPLICATION REQUIREMENTS

This program is open to all GS-12 and 13 employees who are qualified for positions included in ESRC (CP-18). Additionally, employees at lower grade levels who previously held a permanent GS-12 position may also apply. Applicants must meet these eligibility requirements before the closing date of this announcement. *Additionally, completed applications must reach the applicant's Activity Career Program Manager (ACPM) no later than 31 August 2001. Applicants are responsible for ensuring that all signatures are obtained and all paperwork is received on time.*

Applicants must be willing to complete the six-month developmental assignment outlined in this announcement. This will involve assignment to a different geographic area. Please do not apply if you are unable or unwilling to make this commitment.

## APPLICATION PROCESS

1. Applicants for allocated spaces and at-large spaces submit an original and four copies of their completed applications (described below) to their Activity Career Program Manager (ACPM), **no later than 31 August 2001**. *Application packages submitted without all copies and signatures are incomplete and will not be considered. Late applications also will not be considered.*
2. ACPMs obtain the commander's endorsement and forward application packages to the MCPM and selecting official. For FORSCOM and TRADOC, the selecting official for *allocated* spaces is the MACOM Commander. For USACE, the selecting official for *allocated* spaces is the Division or Center Commander, or Chief of Staff, USACE. (All selecting officials are requested to send one copy of their selected applicant's package(s) to the CP-18 Executive Secretary.)
3. If selecting officials wish to forward applications to compete for **at-large spaces**, they must complete an endorsement memo, the Command Priority Form, and send four copies of all application materials. The at-large application package includes these materials:
  - a. Endorsement memorandum
  - b. Program Application (encl. 1)
  - c. Performance Appraisals (2 most recent)
  - d. Command Priority Form (encl. 2)
  - e. IDP (as described in encl. 3)

4. These materials must be sent to reach the CP-18 Executive Secretary, HQUSACE, ATTN: CEHR-D, Washington, D.C. 20314-1000, **no later than 21 September 2001. Applications *received* after that date will not be considered. Incomplete applications also will not be considered.**

5. Applications will be reviewed for completeness and eligibility. Only *complete, signed* application packages from *eligible* applicants will be forwarded to the CP-18 Career Program Planning Board (CPPB). The CPPB will rate and rank all applications and make recommendations to the Functional Chief's Representative (FCR) for decision.

6. All applicants will be notified upon the FCR's decision.

## LDP CURRICULUM

### ❖ Classroom instruction:



- ❑ Supervisor Development Course (SDC), Correspondence or online from the Army Institute for Professional Development
- ❑ Leadership Education & Development (LEAD) (Local Cmds.)
- ❑ Organizational Leadership for Executives
- ❑ One of the Management Development Seminars (selected after consultation with mentor (OPM)
- ❑ Sustaining Base Leadership and Management (SBLM) Residential Program at the Army Management Staff College (AMSC)

### ❖ Six-month Developmental Assignment

### ❖ Mentoring

## ADMINISTRATIVE NOTES

✓ *Expenses for classroom training are the responsibility of the employing activity.*

✓ TDY costs (travel and per diem) for the six-month developmental assignment will be centrally funded by the FCR (in accordance with JTR VOL II, C4561). *All other costs are locally funded.*



- ✓ The developmental assignment will be a TDY assignment to another Army location, away from the participant's current duty station, installation, or district.
- ✓ All requirements must be completed within three years from the start of the LDP. Individuals who do not complete their requirements within this period, or who do not submit semi-annual reports to their ACPM, will be dropped from the program.

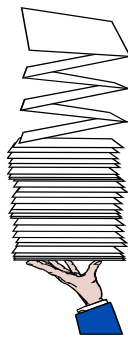
- ✓ Applicants must have an active mentoring relationship with their ACPM or other approved mentor. (They must meet at least twice each year.)  
A record of each by the participant This record will discussed and provided by the The ACPM will in selecting a meeting will be made and filed with the ACPM. indicate dates, subject(s) summarize guidance mentor to the participant. assist the LDP participant mentor. The mentor should be trained in mentoring skills and processes. The mentor should not be the LDP Candidate's supervisor. (Use DA Pamphlet 690-46, Mentoring DA Civilians, as guidance.)



- ✓ Applicants must complete and forward an ***original plus four sets*** of materials to their MCPM (incomplete packages will not be considered). Selecting officials (see Application Process, para 2) will competitively select applicants to fill allocated spaces. They may then forward any of the remaining

application packages to the Executive Secretary to compete for the at-large spaces. The following documents are required:

1. *Endorsement memorandum* endorsement should be information about the to one page. Selecting large spaces must add from activity commander. The substantive, containing relevant applicant's strengths. *Please limit memo* officials who submit applications for at-their own endorsement memorandum.
2. *Application form* provided signature reflects the required classroom training (when not centrally funded). This signature also reflects the Commander's willingness to release the LDP participant for the required developmental assignment.



3. *Two latest performance appraisals*, including support forms for each appraisal. (Provide explanation if appraisals are not available.)
4. *Individual development plan (IDP)*. The format (enclosure 3) is provided in this announcement. The applicant must ensure the IDP is complete, current and reflects the training and other individual development actions proposed for the LDP.
5. *Current resume*, reflecting all relevant work experience, education including graduate studies), training and other professional development such as long-term training (120 days or more), membership in professional societies, public and community activities, etc.
6. *Statement of interest*. In **one page or less** (single-spaced, 12 pitch), explain why you want to participate in the program and describe your major strengths and qualifications.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status except where specifically authorized by law, age, politics, disability, or sexual orientation which do not relate to successful performance of the duties of this program. Reasonable accommodation to individuals with disabilities will be provided upon request.

# LEADERSHIP DEVELOPMENT PROGRAM APPLICATION

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last, First, Middle Initial)

Work Address:

\_\_\_\_\_  
\_\_\_\_\_

(Include name of MACOM, local employing activity, mailing address, City, State, ZIP)

Telephone: \_\_\_\_\_  
(Commercial, w/ Area Code) (DSN if available)

Fax: \_\_\_\_\_  
(Commercial, w/ Area Code) (DSN if available)

email: \_\_\_\_\_

Current series and grade: \_\_\_\_\_ Highest permanent grade held: \_\_\_\_\_

Date of last promotion: \_\_\_\_\_

My position is (check one): Civil Funded ☐ Military funded ☐ Split ☐

(if funding is split between Civil and Military appropriations, indicate percent of each):

Military: \_\_\_\_\_% Civil: \_\_\_\_\_%

I understand and agree to the following:

- a. I will actively participate in all planned training and/or development assignments identified in my Individual Development Plan (IDP), jointly developed with my supervisor and mentor.
- b. I will complete a six (6) month developmental assignment, chosen for me and outside my commuting area, to another Army organization on long-term TDY.

- c. Failure to fulfill this agreement in the time period specified may result in my removal from the program.
- d. This agreement may be terminated or modified upon prior approval of the Functional Chief's Representative for Career Program 18.

Typed Name of  
**Applicant:**

\_\_\_\_\_

Signature of  
Applicant:

\_\_\_\_\_

*(Date)*

Typed Name of  
**Supervisor:**

\_\_\_\_\_

Signature of  
Supervisor:

\_\_\_\_\_

*(Date)*

Typed Name of  
**ACPM:**

\_\_\_\_\_

Signature of  
ACPM:

\_\_\_\_\_

*(Date)*

Typed Name/Rank of  
**Local Commander:**

\_\_\_\_\_

Signature of  
Local Commander:

\_\_\_\_\_

*(Date)*

Typed Name of

**MCPM:**

\_\_\_\_\_

Signature of

**MCPM:**

\_\_\_\_\_

*(Date)*

Typed Name/Rank of

**\*Selecting Official:**

\_\_\_\_\_

*(for at-large applications only)*

Signature of

Selecting Official:

\_\_\_\_\_

*(for at-large applications only)*

*(Date)*

**\*"Selecting official" refers to those commanders who have been allocated spaces. This signature is not necessary for candidates chosen for *allocated* spaces. See enclosure 4.**



# LEADERSHIP DEVELOPMENT PROGRAM APPLICATION

## Command Priority

*For USACE applicants, this section must be completed by their **Division (MSC) CP-18 Career Program Manager**. (In USACE, this person serves as Macom Career Program Manager (MC PM). For non-USACE applicants, this section must be completed by their CP-18 MCPM, who is usually at MACOM Headquarters. **If you submit more than one application, you must rank each candidate.** DO NOT add any attachments.*

This information is provided for:

Applicant's

Name:

SSN:

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*(Last, First, Middle Initial)*

1. How important is this training program at this state of the applicant's career development? Check one of the blocks:

☐

critical

☐

important

☐

not important

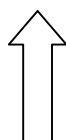
2. Reasons for your rating:

Enclosure 2, page 1 of 2

3. Please make any additional comments about the applicant's work record or professional qualities which would help prioritize this application:

4. Consider each at large candidate you are rating and rank order this candidate.

Rank Order: \_\_\_\_\_ of \_\_\_\_\_  
(priority) (total number of at large candidates ranked)



(Do NOT rank applicants selected for *allocated* spaces. Do NOT include applicants selected for *allocated* spaces in this total.)

Typed Name of  
MCPM:

\_\_\_\_\_

Signature of  
MCPM:

\_\_\_\_\_

(Date)

Enclosure 2, page 2 of 2

**LEADERSHIP DEVELOPMENT PROGRAM APPLICATION**  
Individual development plan (IDP) format

**You may structure your IDP as you wish, or modify an existing IDP form, however all of the following information *must* be included:**

- 1. Personal data: Name, Series, Grade, SSN, Employing Activity, and MACOM**
- 2. Goals: short-term (1-3 years) and long-term (3-5 years)**
- 3. After discussing your goals with your supervisor, activity career program manager, jointly develop a schedule that will enable you to complete LDP required courses and the developmental assignment within the 3-year time frame. Include the following activities on your IDP:**
  - ♦ *Formal training*: Identify name of course(s), recommended source and dates planned. Include the mandatory LDP curriculum.
  - ♦ *Developmental assignments*: Describe type, length, recommended source and dates planned. Consult the CP18 ACTEDS plan to determine recommended paths for your career goal.
  - ♦ *Reassignments needed to acquire experience*: Describe type, length, source and dates planned. Consult the CP18 ACTEDS plan to determine recommended paths for your career goals.
- 4. Signatures of employee, supervisor, activity career program manager.**
- 5. All those accepted into the LDP will be required to obtain a mentor, and consult on the IDP. Applicants who already have a mentor should discuss their IDP with him/her.**

Enclosure 3, page 1 of 1

## **LEADERSHIP DEVELOPMENT PROGRAM APPLICATION**

**Allocated spaces**

Each MACOM and Corps of Engineers Major Subordinate Command (MSC) is allocated the following spaces in the LDP. Unused allocations will be redistributed.

<b>Command</b>	<b>ACTEDS (Mil) Spaces</b>	<b>GE (Civil) Spaces</b>
FORSCOM	2	--
TRADOC	2	--
ALL COMMANDS <i>(at-large spaces)</i>	5	5 <i>(USACE only)</i>
CEMVD	1	1
CENAD	1	1
CELRD	1	1
CENWD	1	1
CESAD	1	1
CESPD	1	1
CESWD	1	1
CEPOD	1	1
CEHNC	1	1
CETAC	1	1
ERDC	1	--
<b>Totals</b>	<b>20</b>	<b>15</b>